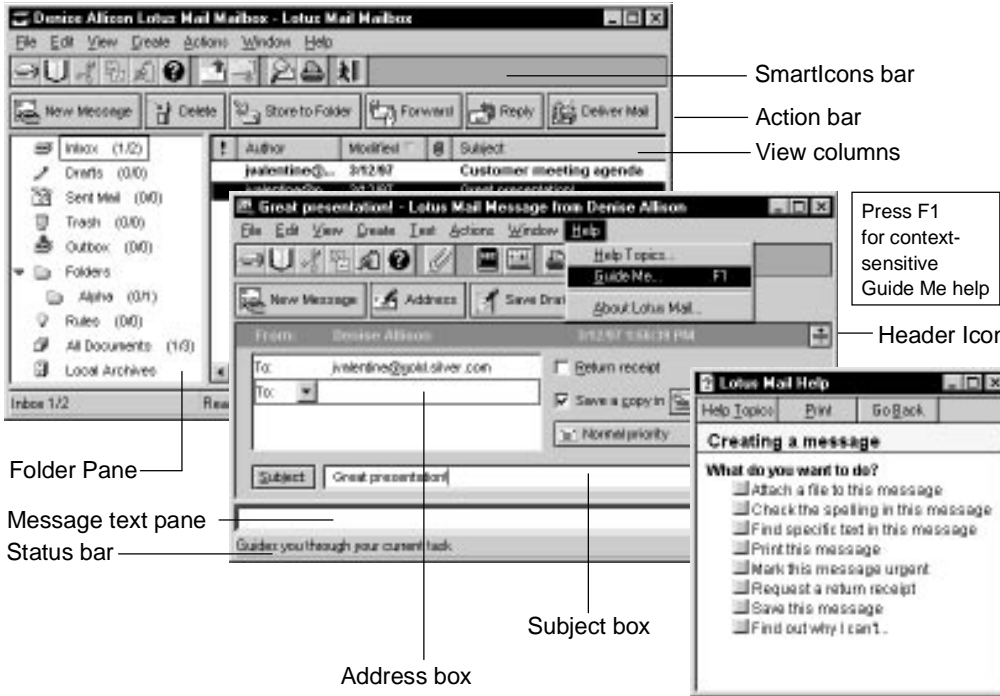


# Mail

## Quick Reference Card

Lotus Mail Release 4.5



### Send and receive messages

Click Deliver Mail to connect to your Internet server to receive new messages and send messages from your Outbox.



### Create a message

1. Choose Create - Message.
2. In the Address box, type the recipient's name (in *user@company.com* format), mailing list name, or a friendly name, and press ENTER.

**Tip** Choose Actions - Address to select an address or mailing list from the Address Book dialog box.

3. Repeat step 2 for each recipient.
4. Type a subject in the Subject box and press ENTER.
5. Type a message in the message text pane.

**Tip** To collapse the message header and see more message text on the screen, click the Header icon.

6. Choose Actions - Send to store the message in your Outbox until you click Deliver Mail.



---

## Update the Inbox to see new messages

---

Choose Actions - Deliver Mail.



**Tip** You can connect to deliver mail every time you send a message or on a schedule.

---

## Read a message

---

1. To open a message, double-click it.

**Tip** If text is wider than the window, click the right mouse button in the message text pane and choose Page Options. Choose "Wrap to window" from the "Wrap text in message" drop-down box.



2. To close a message, click Close.

---

## Preview unopened messages

---

Choose View - Show Preview Pane and select a message. To hide the preview pane, choose View - Show Preview Pane again.

---

## Open a Web page from a message

---

While reading a message, double-click a URL, for example, <http://www.ccmil.com>.

**Note** The URL must begin with "http://".

---

## View an attachment

---

To see the contents of an attachment, open it in a Viewer window.

1. Select the attachment.
2. Choose Edit - Attachment Object - View.



3. To return to the message, click Close in the Viewer window.

---

## Launch or edit an attachment

---

1. Double-click the attachment.

**Note** If you don't have the application needed to launch the attachment, you are asked if you want to view the attachment instead.

2. To return to Lotus Mail, exit from the application.

---

## Reply to a message

---

1. Open a message.
2. Choose Create - Reply and choose the type of reply.
3. (Optional) Add addresses.
4. Type your reply in the message text pane.
5. Choose Actions - Send to store the message in your Outbox until you connect. Choose Actions - Deliver Mail



---

## Forward a message

---

1. Open a message and choose Create - Forward.
2. Enter one or more addresses.
3. (Optional) Add text to the message.
4. Choose Actions - Send to store the message in your Outbox until you choose Actions - Deliver Mail.

---

## Delete a message

---



Select a message and choose Actions - Move to Trash.

**Tip** To permanently delete all messages in the trash folder, choose Actions - Empty Trash.

---

## Mark messages as read or unread

---

You can change the read/unread status of a message whether you have read the message or not.

1. Select the messages that you want to mark as read or unread.
2. Choose Edit - Unread Marks and choose an option.

---

## Print a message

---



1. Open the message.
2. Choose File - Print.
3. Select the print options and click OK.
4. (Optional) Select the printer, number of copies, or additional options.
5. Click OK.

---

## Save and retrieve an unfinished message

---

### To save an unfinished message



Choose File - Save Draft.

### To complete and send a draft message

1. Open the Drafts folder.
2. Double-click the message that you want to complete.
3. Finish the message and choose Actions - Send to store the message in your Outbox until you choose Actions - Deliver Mail.

---

## Attach a file to a message

---



1. While creating a message, choose File - Attach.
2. Type a file name or select a file from the file list.
3. Click Open.

#### Tips

- You can drag and drop files from a Windows folder to a message, and from one message to another. You can also drag and drop attachments from a message to a Windows folder.
- To delete an attachment, select it and then choose Edit - Clear or press DEL.

---

## Spell check a message

---



1. While creating a message, choose Edit - Check Spelling.

**Tip** You can select specific text to spell check before you choose Edit - Check Spelling.

2. If spell check finds an unrecognized or repeated word, type the correct spelling in the "Change to" box or select the correct spelling from the Suggestions list.
3. Select an option to continue.

---

## Create a folder to store messages

---



1. In the Mailbox, choose Create - Folder.
2. Enter a name, choose a location for the folder, and click OK.

#### Tips

- You can nest a folder inside another folder.
- To rename a folder, select it and choose Edit - Rename.
- You can drag and drop messages into folders.

---

## Find a message

---

1. In the Mailbox, click the folder in which you want to search.

**Tip** Select the All Documents folder to search all folders in your Mailbox.

2. Choose View - Search Bar.



3. Enter the text you want to search for or click Conditions to focus the search.



#### Tips

- To add more than one condition, press ENTER after adding each condition.
  - To delete a condition, click it and click Delete.
4. Click Search. The messages matching your criteria appear in the message list pane.
  5. (Optional) To display all messages again, click Reset.
  6. (Optional) To hide the search bar, choose View - Search Bar.

---

## Create stationery

---

1. Choose Actions - Stationery.
2. Choose New.
3. (Optional) Enter a name in the Address box, or choose Actions - Address to choose a name from an address book.
4. (Optional) Type your message in the message text pane or add signature text.
5. Choose File - Save Stationery, and enter a name for the stationery.
6. Click OK twice to close dialog boxes.

---

## Create a message using stationery

---

1. Choose Create - Other Message.
2. Select the stationery you want to use.
3. (Optional) Enter an address.
4. Type your message in the message text pane.
5. Choose Actions - Send.

---

## Add addresses to the Address Book

---



1. Choose Window - Address Book and select Lotus Mail Personal Address Book.
2. Choose Create - Address Book Entry.
3. Select "Lotus Mail Internet Address" and click OK.
4. Type the person's name in the "Name" box.
5. Type the person's e-mail address in the "E-mail address" box.
6. Click OK.

**Tip** To add addresses from every message you receive to your Personal Address Book, choose File - Tools - User Preferences, click Read/Reply/Forward, and select "Add author to Personal Address Book," and click OK.

---

## Create a mailing list

---



1. Choose Window - Address Book and select Lotus Mail Personal Address Book.
2. Choose Create - Mailing List.
3. Enter a name for the mailing list in the Name box.
4. (Optional) Add a comment and a friendly name.
5. Click Add/Remove Members.
6. Select one or more names from the list of names on the left.
7. Click Add.
8. Click OK twice to close dialog boxes.

---

## Sort messages in your Mailbox

---

1. To sort messages, click a column heading.
2. To reverse the sort order, click the column heading again.

**Tip** On columns that are wide enough, an arrow is displayed showing how the messages are sorted, for example, newer messages first.

---

## Copy or move messages

---

To move messages, drag and drop them from one message container to another.

To copy messages, hold down CTRL as you drag.

---

## Create a rule

---

Create rules to help you manage your mail.



1. Choose Create - Rule.
2. Type a brief description.
3. To enable the rule, select Enabled.  
**Note** You can enable or disable a rule at any time.
4. Select a run time and active period.
5. Click the What to Do tab.
6. Select a search location from the "Find messages in" box.
7. Use the menus in the "With conditions" box to define the conditions for this rule.

### Tips

- To add more than one condition, press ENTER.
- To delete a condition, click it and choose Edit - Clear.

8. Select an action from the "Actions to perform" box.
9. (Optional) Click Run Rule or Test Rule.
10. Click Save Rule.

---

## View existing rules

---

Open the Rules folder and double-click a rule.

---

## Get Help

---

- Press F1 to get help on your current task.
- Choose a command from the Help menu.
- Click Help in any dialog box.

---

## Keyboard Shortcuts

---

Key(s)	Action
CTRL+M	Create a new message
CTRL+S	Save the current message as a draft
CTRL+Y	Create a reply to the current message
CTRL+Q	Show/Hide the search bar

---